

## User Search

1. Click on the User Status Wizard. If you have a User ID, scan it in. If you want to search by name **in your school only**, click on the "Find User" button without any entry.

The screenshot shows the SirsiDynix Circulation Reports window. On the left is a navigation menu with options: Check Out, Check In, **User Status** (highlighted), Item Status, Holds, and Maintain Users. The main area is titled "Enter a User ID or Name" and contains a text input field and a "Find User" button. At the bottom left of the main area is a "Clear" button. The top right of the window has buttons for Print, Help, About, and Disconnect. The SirsiDynix logo is in the bottom left corner.

2. The Identify User box appears. Note that it defaults to a User Name search at your library. Enter the last name of the student and click "Find".

This screenshot shows the same SirsiDynix Circulation Reports window as before, but with an "Identify User" dialog box open in the foreground. The dialog box has a title bar "Identify User" and a "Help" button. Inside, it says "Enter search criteria and click Find". There are two main sections: "Search For" with a text input field and a "Find" button; and "Identify By" with a dropdown menu set to "User Name" and a "Library" dropdown menu set to "HARMON". A "Cancel" button is at the bottom right of the dialog. The background window remains the same, with the "User Status" option still selected in the menu.

## User Search

3. A list displays of the search results for only the students at your school. Click on the name desired.

**Identify User**

Enter search criteria and click Find

Search For:  Find

Identify By: User Name Library: HARMON

User Name	User ID	User cat1	Group ID	Library
SMITH, ANDREW	000188623	09	HR COOPER	HARMON
SMITH, AUSTIN	000225151	10	HR KETCHAM	HARMON
SMITH, CHELSEA	000181603	10	HR EVANS	HARMON
SMITH, CHRISTIE	000188537	09	HR SCHOONOVER	HARMON
SMITH, COREY	079792489	12	HR MACINTYRE	HARMON
SMITH, DAVID	513068788	09	HR INACTIVE	HARMON
SMITH, ERIC	000188782	11		HARMON
SMITH, GINGER	000209848	10	HR INACTIVE	HARMON
SMITH, GREG	999101190		HR STAFF	HARMON
SMITH, HUGH	000190898	09	HR TERRY	HARMON

Select Cancel

Pos	Title	Author	Placed	Expires	Pickup	Status
1	The absolutely perfect	Dunn, Marylois, 1'	1/15/2010	NEVER	HARMON	Available

Clear Return to Search

4. The User Record displays with current checkouts at the top.

**User Status**

User Name: SMITH, ANDREW User cat1: 09  
User ID: 000188623 Group ID: HR COOPER  
Profile: HIGHSCHOOL Library: HARMON  
Status: DELINQUENT Note: this is a test  
Checkouts: 9 Overdue: 8  
Holds: 2 Amount Owed: \$4.90

**Checkouts**

Item ID	Title	Call Number	Date Due
23131113736843	Twilight	YA FICTION MEYER	2/5/2010,23:59
23131115929834	Eclipse	YA SPANISH FICTION P	1/28/2010,23:59
23131107715183	Wild horses	MYSTERY FRANCIS	1/29/2010,23:59
23131100334446	Horses in action	636.1 SAY	2/5/2010,23:59
23131113739300	The Appaloosa	J 636.13 CRISCION	2/5/2010,23:59
23131110592058	How to draw horses	J 743.6 MURAWSKI	2/5/2010,23:59
25000005789574	How to draw horses	743.6 MUR	2/5/2010,23:59
23131106818194	Draw 50 horses	J 743 AMES	2/5/2010,23:59

Select All Renew

**Holds**

Pos	Title	Author	Placed	Expires	Pickup	Status
1	The absolutely perfect	Dunn, Marylois, 1'	1/15/2010	NEVER	HARMON	Available

Clear Return to Search

## User Search

5. If you want to search by name in **all USD 500 schools only**, enter the last name in the entry box on the first page and click "Find User".

The screenshot shows the SirsiDynix interface with the 'Reports' tab selected. On the left, a sidebar contains links for 'Check Out', 'Check In', 'User Status', 'Item Status', 'Holds', and 'Maintain Users'. The 'User Status' section is highlighted. The main area has a search box labeled 'Enter a User ID or Name' containing the text 'SMITH'. To the right of the search box is a 'Find User' button. At the bottom left of the main area is a 'Clear' button. The SirsiDynix logo is in the bottom left corner.

6. A list of students from all school libraries displays.

The screenshot shows the SirsiDynix interface with the 'Reports' tab selected. The 'Identify User' dialog box is open, displaying a table of user information. The dialog box has a 'Search For' field, a 'Find' button, and a 'Library' dropdown menu. The table lists users with columns for User Name, User ID, User cat1, Group ID, and Library. The 'Library' dropdown is set to 'HARMON'. The 'Select' and 'Cancel' buttons are at the bottom right of the dialog box.

User Name	User ID	User cat1	Group ID	Library
SMITH, AARON	079785859	03	JK BOHANON	JFKENNEDY
SMITH, ABBEY	000207993	05	NP DAGENETT	NOBLEPRENT
SMITH, ABIGAIL	079787383	03	HG DYKES	HAZELGROVE
SMITH, AKIRA	079787852	01	WH RHODES	WHITTIER
SMITH, ALAINA	013707619	05	BH FAIRCLOTH	BETHEL
SMITH, ALBERT	000210754	05	JK DANNER	JFKENNEDY
SMITH, ALEXANDER	079794201	01	BH CHARLTON	BETHEL
SMITH, ALEXIS	000157083	12	WA UNKNOWN	WASHINGTON
SMITH, ALEXIS	000206710	03	CH	CLAUDEHUVC
SMITH, ALEXIS	079789073	05	BH PASSMAN	BETHEL

## User Search

7. This list can be sorted by clicking any of the column headings (Library, for example)..

Identify User

Enter search criteria and click Find

Search For:  Find

Identify By: User Name Library

Library: HARMON

User Name	User ID	User cat1	Group ID	Library
SMITH, AMBER	000200105	07	AG BOSSERMAN	ARGMIDDLE
SMITH, ANTHONY	999204087		AG STAFF	ARGMIDDLE
SMITH, CHRISTINA	000193217	07	AG ZIMMERMAN	ARGMIDDLE
SMITH, CHRISTOPH	000193216	08	AG FITZGIBBONS	ARGMIDDLE
SMITH, DYLAN	000210302	08	AG BOSCH	ARGMIDDLE
SMITH, SELNA	999204151		AG STAFF	ARGMIDDLE
SMITH, TOMMY	000214153	06	AG DEAN	ARGMIDDLE
SMITH, CAMERON	079799562	06	AW DANIELS	ARROWHEAD
SMITH, CHRISTIAN	000184803	06		ARROWHEAD
SMITH, DIANE	999304024		AW STAFF	ARROWHEAD

Select Cancel

Clear

8. Use the vertical scroll bar to see Holds and Bills.

User Name: SMITH, ANDREW User cat1: 09

User ID: 000188623 Group ID: HR COOPER

Profile: HIGH SCHOOL Library: HARMON

Status: DELINQUENT Note: this is a test

Checkouts: 9 Overdue: 8

Holds: 2 Amount Owed: \$4.90

Select All Renew

**Holds**

Pos	Title	Author	Placed	Expires	Pickup	Status
1	The absolutely perfec	Dunn, Marylois, 1'	1/15/2010	NEVER	HARMON	Available
1	The valley of horses	Auel, Jean M.	1/15/2010	NEVER	HARMON	Unavailable

Remove Edit Display Hold Fill Hold

**Bills**

Date	Title	Item ID	Reason	Amount
1/14/2010	Scary stories 3 : more tales to chill your	25000007575070	OVERDUE	\$3.00

Clear Return to Search

## User Search

8. In the checkout section, use the horizontal scroll bar to see Status and Estimated Fines.

**Circulation Reports** [Print] [Help] [About] [Disconnect]

**User Status**

User Name: **SMITH, ANDREW** User cat1: **09**  
User ID: **000188623** Group ID: **HR COOPER**  
Profile: **HIGH SCHOOL** Library: **HARMON**  
Status: **DELINQUENT** Note: **this is a test**  
Checkouts: **9** Overdue: **8**  
Holds: **2** Amount Owed: **\$4.90**

**Checkouts**

	Call Number	Date Due	Status	Est. Fine
	YA FICTION MEYER	2/5/2010,23:59	Overdue	\$0.10
	YA SPANISH FICTION	1/28/2010,23:59	Overdue	\$0.60
	MYSTERY FRANCIS	1/29/2010,23:59	Overdue	\$0.50
	636.1 SAY	2/5/2010,23:59	Overdue	\$0.10
	J 636.13 CRISCION	2/5/2010,23:59	Overdue	\$0.30
	J 743.6 MURAWSKI	2/5/2010,23:59	Overdue	\$0.10
	743.6 MUR	2/5/2010,23:59	Overdue	\$0.10
	J 743 AMES	2/5/2010,23:59	Overdue	\$0.10

[Select All] [Renew]

**Holds**

Pos	Title	Author	Placed	Expires	Pickup	Status
1	The absolutely perfect	Dunn, Marylois, 1	1/15/2010	NEVER	HARMON	Available

[Clear] [Return to Search]

8. By holding down the cursor between two column headings, columns may be stretched to display more of a field's contents.

**Circulation Reports** [Print] [Help] [About] [Disconnect]

**User Status**

User Name: **SMITH, ANDREW** User cat1: **09**  
User ID: **000188623** Group ID: **HR COOPER**  
Profile: **HIGH SCHOOL** Library: **HARMON**  
Status: **DELINQUENT** Note: **this is a test**  
Checkouts: **9** Overdue: **9**  
Holds: **2** Amount Owed: **\$20.30**

**Checkouts**

Item ID	Title	Call Number	Date Due
23131106818194	Draw 50 horses	J 743 AMES	2/5/2010
23131100334446	Horses in action	636.1 SAY	2/5/2010
23131110592058	How to draw horses	J 743.6 MURAWSKI	2/5/2010
25000005789574	How to draw horses	743.6 MUR	2/5/2010
23131113739300	The Appaloosa	J 636.13 CRISCION	2/5/2010
23131113736843	Twilight	YA FICTION MEYER	2/5/2010
23131100334321	All color world of cats	636.8 MCHOY	2/16/2010
23131107715183	Wild horses	MYSTERY FRANCIS	1/29/2010

[Select All] [Renew]

**Holds**

Pos	Title	Author	Placed	Expires	Pickup	Status
1	The absolutely perfect	Dunn, Marylois, 1	1/15/2010	NEVER	HARMON	Available

[Clear] [Return to Search]